

**DUTY STATEMENT**

CEC-004 (Revised 01/2019)

CALIFORNIA ENERGY COMMISSION



<b>Classification:</b> Energy Analyst	<b>Position No.</b> 3100-5837-xxx
<b>CBID:</b> R10	<b>Office:</b> Energy Efficiency Research Office
<b>Date Prepared:</b> February 2019	<b>Division:</b> Energy Research and Development
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

**CONFLICT OF INTEREST STATEMENT**

This position is designated under the Conflict of Interest Code: YES ☒ NO ☐

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Under the direction of the team lead and supervision of the Energy Commission Supervisor II (TED), the incumbent serves as a member of an interdisciplinary team to plan, develop, implement and administer the state's Food Production Investment Program (FPIP). The Greenhouse Gas Reduction Fund (GGRF) per Assembly Bill 109 (Budget Act of 2017) and Senate Bill 856 (Budget Act of 2018) funds this program. The incumbent performs work of average difficulty in a wide variety of consultative and analytical tasks in support of the FPIP.

**DUTIES AND RESPONSIBILITIES:**

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%.
50%	<u>Project Management</u> : The incumbent will assist in the management of food processing projects. Responsibilities include, but are not limited to assisting in the development and implementation phases of the food processing program which includes but is not limited to: a) program guidelines and other documents required to obtain the GGRF funds; b) program applications and solicitation materials; c) quantification methodologies and site verification for determining energy savings, greenhouse gas reductions and other benefits associated with funded technologies; d) public outreach and work shop materials, including maintaining websites; e) prepare/review program applications, work statements, budgets, schedules, and other materials necessary to finalize the funding agreement; f) identify measurable technical and economic objectives to be used to determine project success; g) maintain business relationships with the contractor, Energy Commission staff and others associated with the agreement; h) initiate and approve agreement amendments; i) review contractor's progress reports and prepare evaluations of the project; j) review and approve invoices and track expenditures; k) conduct independent and in-depth technical reviews of the work conducted by the contractor; l) conduct project site inspections to ensure the project meets technical, fiscal, and contractual objectives; m) provide presentations to office, division, and Energy Commission management on the status of the project or on requesting funding for projects at an Energy Commission business meeting; n) prepare monthly, annual reporting to the California Air Resources Board concerning the funded project. (E)
25%	<u>Solicitation Management</u> : Assists the project lead in the development and management of food processing program solicitations. Responsibilities include assistance in: a) developing program and funding strategies and specific technologies to be implemented in the near, mid and long term; b) identification of food processing industry barriers that the program hopes to overcome; c) the administration of solicitation activities including

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	developing and writing solicitation documents; d) bidders' conferences and responding to questions; e) reviewing proposals and working with the score team in completing proposal evaluations and scoring; f) preparing the notice of proposed awards; and, g) participating in debriefings with unsuccessful bidders. (E)
20%	<u>Perform Analysis:</u> Assist in performing analysis to identify and evaluate future technologies for the food processing sector for near, mid and long term implementation to achieve the state's greenhouse gas reduction and energy saving goals. The incumbent will assist in conducting research to identify industry needs and research gaps; collecting and analyzing project information from existing projects to help the project lead determine future improvements needed to ensure uptake of technologies by the food processing sector; analyzing and calculating energy savings and cost savings, greenhouse gas reductions and other project benefits; and assist in the preparation of technical reports, case studies, spreadsheets and databases. (E)
5%	<u>Other Duties:</u> Perform other duties as required consistent with the specifications of this classification. (M)

**WORKING CONDITIONS:** The work is performed primarily in an indoor office and meeting room setting involving sitting, standing, and walking as well as sitting for long periods of time. Travel is required to conduct project site visits, attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment; utilize a personal computer and appropriate Energy Commission software such as Microsoft suite of software, electronic mail, Internet and analytical models. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div></div> <div>Employee</div> <div>Energy Analyst</div>	<div></div> <div>Colin Corby</div> <div>Energy Commission Supervisor II (TED)</div>
<div></div> <div>Date</div>	<div></div> <div>Date</div>